

### Checklist for Assessment Coordinators

**When you download the assessment administration materials from the SREB Web site:**

- ☐ Determine precisely whom you will test and notify the students.
- ☐ Reserve the appropriate room(s) for testing.
- ☐ Select your testing dates (both student assessment dates and teacher survey dates), including make-up dates. Put them on the school calendar and inform the teachers and selected students.
- ☐ Provide selected students and parents with information on the assessment (including dates, location, purpose, awards and student reports).
- ☐ Select a group of teachers and counselors to assist in the test preparation and administration.
- ☐ Carefully review the Calculator Policy in Appendix IX of the Test Administration Guide. Calculators may be used for two sections of the mathematics test.
- ☐ Complete the Student Roster Form.
- ☐ Classify the courses listed in the Course Description Guide and prepare the Course Matching Chart (Revised for 2010).
- ☐ Obtain students' transcripts and/or course histories, including grades from Fall 2009 and courses planned for Spring 2010.

**When you receive test materials:**

- ☐ Check, count and safeguard test materials. Refer to the "Test Security" section in the Test Administration Guide for instructions on securing test materials.
- ☐ Double-check course transcripts and/or course histories for all selected students. This information is critical for completing the Course Experience section of the Student Survey.
- ☐ Assign and record answer document ID numbers for the students on the Student Roster Form. Fill in each student's information on the front of the answer document.
- ☐ If school personnel will complete the Course Experience section of the survey for the students, begin this as soon as answer documents have been assigned to students. New for 2010: Course experience questions will be answered directly on page 2 of the answer document.
- ☐ If your students will complete the Course Experience section of the survey, carefully review Appendix 1 of the Test Administration Guide. Share these directions with others who may be assisting you.
- ☐ Remind teachers and students of the date, time and location of session(s).

- ☐ Verify that calculators are available for all students taking the assessment.
- ☐ Review the administration scripts.

**One hour before administering the assessment:**

- ☐ Prepare the room and check seating arrangements.
- ☐ Set out the following assessment materials:
  - Pre-assigned answer documents
  - Appropriate assessment books
  - Course Matching Chart and student transcripts and/or course histories if the school has not completed the Student Course Experience section of the survey (for Student Survey administration only)
  - Test Administration Guide
  - Student Roster Form
  - Pencils with erasers
  - Timer or wristwatch with a second hand
  - Calculators (mathematics test only, see Appendix IX)

**During each test administration:**

- ☐ Check-in students and distribute answer documents (by student name) and assessment books.
- ☐ Read the script verbatim as you administer the assessment.
- ☐ Follow time limits.

**After completing each session (reading, mathematics, science and student survey):**

- ☐ Complete the “SCHOOL USE ONLY” section on page 1 of the answer document after each session (including make-ups) has been completed. This must be done after each test is given.
- ☐ Check each answer document to ensure that page 1 information has been completed and that the ID numbers have been recorded correctly on the Student Roster Form. Verify that your school’s site code number had been filled in completely and accurately.
- ☐ Ensure that your school name and state are written on each document.
- ☐ Important: Arrange make-up sessions for absent students.

**Administering the Teacher Survey:*****HSTW* Sites:**

- ☐ Ensure your assessment shipment includes the number of teacher surveys and teacher survey answer sheets ordered.
- ☐ Select a date, time and location to administer the survey and inform teachers.
- ☐ Provide each teacher with a *HSTW* Teacher Survey and an answer sheet.
- ☐ Collect all completed answer sheets for return to ETS with student materials. Paper surveys and unused answer sheets may be recycled.

***TCTW* Sites:**

- ☐ Ensure you have obtained *TCTW* Teacher Survey instructions from SREB (this survey will be administered online).
- ☐ Select a date, time and location to administer the survey and inform teachers.
- ☐ Follow the *TCTW* Teacher Survey instructions to have each teacher complete the online survey.
- ☐ No teacher survey materials need to be returned to ETS or SREB.

**After completing all sessions and the teacher survey:**

- ☐ Complete the School Header Sheet for Teachers and package the materials for return in accordance with instructions in the *HSTW* Test Coordinator Kit. Note that instructions for returns have been updated for 2010.
- ☐ Using the shipping label(s) and envelopes/boxes provided, return the student materials and teacher survey answer sheets (*HSTW* sites only) to ETS in Ewing, New Jersey. All used answer sheets must be postmarked no later than February 19, 2010.